

APPENDIX A

STATEMENT OF WORK

“INFORMATION TECHNOLOGY SERVICES AND SUPPORT”

August 13, 2008

BACKGROUND

The Information Services Office (ISO) at the National Renewable Energy Laboratory (NREL) is responsible for managing NREL's Information Technology (IT) capability. NREL's technical environment consists of computing and networking facilities. NREL is currently using technologies in the areas of high-speed networking, client/server applications, global information dissemination, application programming and scientific programming. NREL relies on using resources like the Internet for information dissemination and remote collaboration activities.

OBJECTIVE

The objective of this effort is to attain Subcontractor services and support to assist NREL staff to complete technical projects within the ISO and other Administrative and Research Offices.

SCOPE OF WORK

Services, Skills, and Work Order

Due to a variable workload, NREL requires Subcontractor's services on an as-needed basis to provide IT services and support as further described below.

Subcontractor shall perform, as requested by individual NREL Work Order, some or all of the following IT services, which generally includes the following:

- Oracle Programming, DBA, Oracle Financials
- Connectivity (SQL), and Oracle tools (Developer 2000)
- Application Programming
- Project Leading/Management
- UNIX Administration, Programming
- Network Administration
- Database Administration, Programming
- Internet: Explorer, Mosaic, PERL, Javascript Programming
- HTML/SGML Programming
- Systems Programming
- C, C++ Programming
- Scientific Programming
- NT System Administration
- Desktop Troubleshooting
- Desktop Integration
- Technical IT Consulting

NREL has identified basic skill sets in Attachment 1, some or all of which may be required in the performance of the Work Orders.

No work shall be initiated without issuance of an NREL Work Order (Attachment 2) and only the Technical Monitor(s) is/are authorized to issue Work Orders.

Duration, Location, and Supervision

The duration of any specific Work Order shall not exceed one year. In addition, the duration that any individual Subcontractor personnel may be assigned to work under this effort shall not exceed 2080 hours or one year, whichever is sooner.

All work shall be performed on-site at NREL's Permanent Sites or leased facilities. NREL will provide office space and supplies, computer equipment, telephone, and any other necessary materials required by Subcontractor's personnel to perform required services.

Occasionally, Work Orders may require the Subcontractor's Personnel to perform some of the work from a remote site. In those instances, to ensure secure access to NREL's resources, NREL shall provide the Subcontractor's Personnel with the necessary computer equipment and/or other electronic equipment to perform the service(s) required.

The Subcontractor shall be responsible for the direct supervision of its personnel and must provide a project manager who oversees its subcontracted personnel. The project manager does not need to be on site at NREL but must have a complete understanding of the work order and manage the subcontracting personnel for the duration of each Work Order. The Subcontractor shall work closely with the NREL Technical Monitor to ensure assignment of competent Subcontractor's personnel who have a complete understanding of Work Order requirements.

Drug Test, Reference and Background Checks

The Subcontractor will be required to conduct a drug test, reference and background check on each Subcontractor's personnel that have been selected for assignment. The drug test, reference and background check must be completed prior to the physical assignment of each individual Subcontractor's personnel to the NREL site.

In addition to conducting the drug test, reference and background check, the Subcontractor is required to perform a thorough review of the drug test, reference, and background investigative reports. The Subcontractor must notify the NREL Technical Monitor of any findings that could adversely affect the Subcontractor personnel's assignment to the subcontract work.

On an as-needed basis, NREL may request to review the drug test, reference, and background investigative report of an individual Subcontractor's personnel identified to be assigned to work. Prior to releasing the drug test results, reference and background investigative reports to NREL, the Subcontractor shall obtain a signed release and consent from the individual Subcontractor's personnel.

Safety and Security

The Subcontractor shall be responsible for ensuring that the Subcontractor's personnel assigned to work:

- Satisfy all NREL access security requirements; and
- Complete an NREL Security Orientation and Safety Course.

Confidentiality, Patent, and Registration

The Subcontractor shall ensure that the Subcontractor's personnel assigned to work under a Work Order completes, signs and submits NREL's "Agency Personnel Confidentiality, Patent and Registration Form".

REPORTING REQUIREMENTS

When required by a Work Order, the Subcontractor shall clearly label all deliverables with the subcontractor name, the NREL Subcontract number, the NREL Work Order number, the name of the NREL Technical Monitor, the date, and the deliverable/report description. The submitted deliverables/reports shall be sent to the following addresses:

1. NREL
***, Technical Monitor, MS ***
1617 Cole Blvd.
Golden, CO 80401

Email Address: ***
 - One (1) master electronic version
 - One (1) master printed copy, including any graphics

2. NREL
***, Subcontract Associate, MS ***
1617 Cole Blvd.
Golden, CO 80401
 - One (1) printed copy, including any graphics

**Attachment 1
to
Statement of Work
“Information Technology Services and Support”**

Skill sets that may be required in the performance of this work effort:

Application Analyst
Application Programmer
Computer Operator
Data Analyst
Database Administrator
Desktop Integrator
Desktop Technician
Documentation Specialist
Help Desk Technician
Network Administrator
Network Engineer
Network Security Administrator
Oracle Application Developer
Oracle Database Administrator
Oracle Programmer
Oracle Specialist
Project Manager
Scientific Programmer
Technical Trainer
Technical Writer
Telecommunication Analyst
Telecommunication Engineer
Telecommunication Technician
Unix Administrator
Unix Programmer
Web Designer
Web Developer
Web Engineer
Web Form Developer

Attachment 2
to
Statement of Work

“Information Technology Services and Support”

NREL Work Order Number: _____		
Subcontract No.:		Subcontractor:
Task No.:		Project No.:
Technical Monitor:		Telephone No.:
Description of Work		
<p>WORK ORDER FORM</p> <p>SAMPLE</p>		
NREL Furnished Government Property		
Nomenclature: Manufacturer: Model #: DOE Tag #: \$ Amount:		
Deliverables		Due Dates
Period of Performance and Ceiling Amount		
This work order is effective from _____ through _____. Labor hours to be billed to this work order shall not exceed _____ (\$*/hr.). This not-to-exceed amount may not be increased unless proper written justification has been submitted and approved by the NREL Technical Monitor. If necessary, the Technical Monitor will issue a revised work order. This work order number must be referenced on all invoices.		
Authorized By:		Date:
Signature:		